

Minutes (Draft)
Mead Public Library
Board of Trustees
June 20, 2013

A meeting of the Mead Public Library Board of Trustees was held on Thursday, June 20, 2013 in The Loft. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Ms. Campe Ald. Carlson, Mrs. Johnson, Mrs. Norman, Mr. Sampson, Mrs. Segalle, Ms. Wortche, and Mr. Zylman. Staff members present: Mr. Erickson, Ms. Menzer, Ms. Mueller, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:50 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There were no public comments at the meeting.
4. Carlson **moved**; Johnson **seconded** the motion to approve the minutes of April 27 and May 23. The motion **passed**.

5. Correspondence, Announcements, and Common Council Referrals

Because of open meeting laws Quinn discussed the library's closing time of 5 p.m. and how this might affect meeting procedure.

Quinn distributed for review thank you notes from John Kiester and Associates and Karin Menzer.

6. Adopt Resolution in honor of the service of Karin Menzer as the Mead Public Library Interim Director

Quinn read the Resolution to honor Karin Menzer; additionally copies of the Resolution were distributed.

Zylman **moved** to adopt the Resolution in honor of the service of Karin Menzer. Carlson **seconded** the motion. The motion **passed**.

Quinn formally welcomed Chris Campe to her first meeting of the Board of Trustees.

7. Committee Reports

A. Finance Committee – Zylman

1. Report of 6-20 Finance Committee Meeting

Zylman reported that Finance Committee members discussed at length what constitutes a balanced budget and MPL's \$71,312 shortfall in our 2014 City budget.

Zylman indicated that the members of the Finance Committee recommended to the full Board to submit the current prepared 2014 budget to the City of Sheboygan. He reiterated the recommendation to give Director Erickson time to review the Table of Organization.

Zylman invited all Board members to the Joint Finance Committees meeting on Monday, June 24, 3 p.m., City Hall's Third Floor Conference Room. He indicated that the MPL Board of Trustees will cooperate with the 3% budget shortfall of City funds in 2014.

2. A motion regarding revisions to the draft 2014 budget was not applicable because it is covered as agenda item number 8.

B. Financial Reports

- 1. Review and approve payment of current expenditures, including payroll and recurring expenditures**

Johnson **moved** to accept payment of current expenditures, including payroll and recurring expenditures; Carlson **seconded** the motion. The motion **passed.**

- 2. Receive monthly 2013 budget status report to date**

Zehfus reviewed, on a handout, the monthly 2013 budget status report.

- 3. Approve line-item transfer, budget amendments**

Nelson **moved** to transfer \$9,500 from Information Technology reserve funds for our website upgrade; Carlson **seconded.** The motion **passed.**

- 4. Report of gifts received**

Zehfus reviewed, from a handout, donations to the library.

C. Human Resources Committee Report – Nelson

- 1. Report of 6-17 meeting**

Nelson thanked the Board members and Zehfus who attended the Human Resources Committee meeting.

Zehfus reviewed, using three handouts, the comparisons of outsourcing cleaning services at MPL.

- 2. Review and possible action on Human Resources Committee recommendations**

Nelson **moved** and Zylman **seconded** the motion to accept the recommendation from the Human Resources Committee that no changes be made to the Table of Organization concerning maintenance and cleaning personnel, and the director to begin an immediate review of the library's Table of Organization with recommendations by September, 2013. The motion **carried.**

8. Review and possible action on 2014 final budget

Zehfus reviewed proposals to meet the 3% or \$71,312 reduction in funds from the City of Sheboygan.

Zylman **moved** to submit the 2014 budget report to the City of Sheboygan. Sampson **seconded** the motion. The motion **passed.**

9. Director's Report – Erickson

A. Report of SRLAAW Planning Committee meeting on 6-12-13

Erickson indicated that he and Zehfus attended this meeting. He explained that the participants at SRLAAW meetings are leaders from resources libraries (such as Eastern Shores Library System) and directors and managers in libraries across the state of Wisconsin. He summarized the eight recommendations from the SRLAAW meeting regarding state statutes pertaining to libraries.

B. Patron exclusions

A recent incident of a repeat code of conduct violator who requested a hearing prompted Erickson to review the process of exclusions at MPL. The patron rescinded his request for a hearing.

10. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

Nelson distributed a memo from David Weinhold explaining the suspension of the investigation of the merger of the two library systems. The ESLS Board will meet on Monday, June 24 to discuss recommendations in light of recent state activity regarding mergers of libraries.

B. Mead Public Library Foundation – Quinn and Norman

Quinn said that the Foundation's spring mailing to solicit donations resulted in a positive response. The Foundation Board's efforts to recruit Renaissance Society members continues.

C. Friends of Mead Public Library – Erickson

Erickson announced on behalf of the Friends Organization:

Giant Used Book sale is scheduled July 18-20 in the Rocca Meeting room.

The Friends Board is working on plans to award a donated American Doll and accessories as a prize through a silent auction. Recommended opening bid will be \$1,000.

The Friends annual fund-raiser "Dinner with Friends" is scheduled for Saturday, November 2 at Grace Episcopal Church.

11. Guidance to the Finance Officer on the Joint Common Council and MPL Finance Committee meeting

A recommended agenda was developed at the Finance Committee meeting. All Board of Trustees are invited to attend this meeting at City Hall.

Menzer, co-chair of the Children's Book Festival, left the meeting at 4:05 p.m. to attend a Children's Book Festival planning meeting.

Information Items

April Statistics

Board of Trustees Roster

Committees Roster

12. Carlson **moved** to adjourn the meeting. Sampson **seconded**. The motion **passed**. Quinn adjourned the meeting at 4:52 p.m.